

# EDE Processing

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## Introduction

This section provides a more detailed description of the Electronic Data Exchange (EDE) process. It provides instructions for each of the individual processes within EDE.

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## **Electronic FAFSA**

The Electronic Free Application for Federal Student Aid (FAFSA) process allows destination points to enter FAFSA data and send it to the Central Processing System (CPS) for processing. The FAFSA data can be collected on either a paper Renewal FAFSA or the FAFSA. Once processed by CPS, the results of the Electronic FAFSA are transmitted back to the destination point.

EDEExpress software is provided free to destination points by the U.S. Department of Education (ED). It allows Financial Aid Administrators (FAAs) to enter the FAFSA information into a personal computer. However, schools may choose to develop their own software instead. Regardless of whether the FAFSA data is entered using EDEExpress or other software, the data must adhere to ED's editing rules in order to be accepted by CPS.

The remainder of this section includes specifications for developing software to provide the required Electronic FAFSA functions.

### **Electronic FAFSA Process**

The Electronic FAFSA process involves five steps:

1. The student submits a completed and signed paper FAFSA to the school.
2. The information on the FAFSA is key entered.
3. The FAFSA data is edited and corrected until a clean data file is created. The data elements for each field must be in the valid range with no inconsistencies in the data. For example, the system will generate an edit for inconsistent data in these fields when a student indicates a single status yet provides income earned from work for student and spouse.
4. The file is formatted and transmitted to CPS via the Student Aid Internet Gateway (SAIG).
5. Processed FAFSA Records are transmitted back to the destination point as Institutional Student Information Records (ISIRs) under the message class EAPS04OP.

## **Receiving the Completed Paper FAFSA or Paper Renewal FAFSA**

Schools participating in Electronic Applications must have their students complete and sign a paper FAFSA or paper Renewal FAFSA. ED provides the FAFSA form. The completed and signed document must be kept on file at the school. If a student submits a paper Renewal FAFSA to the school, the Renewal FAFSA should be entered as a FAFSA.

## **Entering the FAFSA Information**

As part of the FAFSA entry, you are responsible for ensuring that the data meets the field-by-field criteria provided in the 'Valid Field Contents' column of the FAFSA Application Export Record Layout. The record created by your software must adhere to the record layout provided later in the Record Layout section with the addition of a Carriage Return/Line Feed (CR/LF, ASCII 13, 10 HEX 0D and 0A respectively) at the end of each record. Use of an end-of-file mark (ASCII 26 or HEX 1A) is optional. FAFSAs with invalid dates or formats are rejected.

## **Formatting and Transmitting the Records**

Use EDconnect, the transmission software provided by ED, to format your data records and transmit them over SAIG. The batch Header and Trailer Records are provided in the Record Layouts section. Each batch to be transmitted must start with a Header Record followed by the data records followed by the Trailer Record.

## **Receiving Processed Records**

You receive your processed FAFSA Records in ISIR format in the EAPS04OP message class.

**Note:** See the Printing section for more information on printing ISIRs.

## **Rejected FAFSA Records**

There may be instances when CPS does not accept your records for processing. CPS returns a rejected electronic FAFSA error report to you in the message class EAPR04OP. The Record Layouts section contains two reject layouts. The first is for rejects at the batch level (the whole batch rejects), EDE Batch Level Error Report Import Record Layout. The second is for rejects at the record level (individual record(s) reject), EDE Record Level Error Report Import Record Layout. The Processing Codes section contains additional information on the reject reasons found in the record layout.

There are two categories of rejections for submitted FAFSA Records:

**Transaction Rejects:** A transaction reject prevents the FAFSA Record from being processed. If a record is rejected for one or more reasons, an error report is returned to the school in message class EAPR04OP (see the layout in the Record Layouts section) and no ISIR is created. These rejects are also known as record level rejects.

**Compute Rejects:** CPS contains a series of edits that evaluates data on incoming FAFSA data for consistency and completeness. These edits apply to all data from electronic and paper input. An Expected Family Contribution (EFC) is not computed for a FAFSA rejected for a compute reject reason. However, an ISIR is produced. ISIRs with a compute reject are returned in the EAPS04OP message class. The reasons for the compute reject are coded on the ISIR. Refer to the Processing Codes section for information on interpreting these reject codes.

There are two types of FAFSA compute reject reason codes:

**Numeric:** Certain data items MUST be corrected before a valid ISIR can be generated (Non-Verifiable).

**Alphabetic:** Certain data items MUST be either corrected or verified before a valid ISIR can be generated (Verifiable). An alpha reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the Student Aid Report (SAR) correction column for the field in question. In the electronic process, the school verifies the data (re-enters the data as a "correction") and transmits the Correction Record to CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes section.

A student's record will not have an EFC if the record contains questionable data and has a FAFSA reject reason code(s). The reject reason code(s) are found in positions 612 through 625 on the ISIR. The Table Of Reject Codes And How To Respond To Each is found in section 4 of this document.

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## **PIN Requests**

Schools can request that a PIN be sent to eligible applicants instead of the paper Renewal FAFSA. The PIN would allow the student to access their electronic 2003-2004 Renewal FAFSA data on the Web. Renewal FAFSAs may be available for returning students and display the 2002-2003 information. The student applicant either verifies that the 2002-2003 information is still correct for 2003-2004 or updates the information on file at CPS.

For more information on PIN requests, please refer to section 1, Overview, in this technical reference and to the *Renewal Application Data (RAD) Process Guide*. The *RAD Process Guide* contains additional information regarding changes to the Renewal FAFSA process and can be found on the U.S. Department of Education's Federal Student Assistance Download (FSAdownload) Web site located at [FSAdownload.ed.gov](http://FSAdownload.ed.gov) as well as [ifap.ed.gov](http://ifap.ed.gov).

### **Renewal PIN Request Process**

There are two options to request that a PIN be sent to a student instead of the paper Renewal FAFSA:

1. Make a PIN request via FAA Access.
2. Type 2 Individual PIN Request - This request is sent via SAIG. You will need to create a file that contains a CPS Header, Type 2 Individual PIN Request Export and PIN Error Import Record Layout, and the CPS Trailer. All of these layouts are found in section 3, Record Layouts.

Each destination point will receive a report in the format of the RAPP PIN/Print Notification layout, found in section 3, Record Layouts. This report will identify which students received a paper Renewal FAFSA or a PIN.

If a student returns a completed Renewal FAFSA to the school, the data can be entered, edited, and transmitted to CPS as if it were a FAFSA.

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## **ISIR**

The ISIR is a fixed-length record containing reported information from the FAFSA, as well as key processing results. The names and addresses of the colleges the student plans to attend in 2003-2004 are translated to a 6-digit identifying Federal School Code on the ISIR. The preparer's name or address is not entered by the Image Data Capture (IDC) processor. Generally, all information printed by CPS on the SAR is coded in the ISIR file.

**Note:** The average CPS processing time is between 48-52 hours.

## **NSLDS Data**

The ISIR carries National Student Loan Data System (NSLDS) information, which is located at the end of the ISIR Record Description.

## **ISIR Receipt Process**

ISIRs are transmitted by CPS to the SAIG in batches containing a batch Header Record, one or more ISIRs, and a batch Trailer Record. Descriptions of the contents of the ISIR are in the Record Layouts section. CPS Header and Trailer Records are described in the Record Layouts section and at the end of this section.

## ***ISIR Types***

There are four reasons why CPS generates an ISIR:

- ISIRs are automatically generated in response to a FAFSA or correction entered at a site other than your school or state agency. These "automatic ISIRs" are generated following the entry of a paper FAFSA or SAR by the IDC processor, by an electronic FAFSA from FAFSA on the Web or Renewal on the Web, by a correction from Correction on the Web, or by an application or correction from FAA Access to CPS Online. They may also be produced following the entry of an electronic FAFSA or correction by another EDE school. ISIRs resulting from students correcting their data on the Web are sent to the school this way. Automatic ISIRs are sent to school destination points in the SARA04OP message class. State agencies receive Non-Resident ISIRs in the ESN04OP message class and Resident ISIRs in the ESN04OP message class.

- ISIRs are generated in direct response to electronic FAFSAs, Correction/Duplicate Records, and Signature Records submitted by schools using EDEExpress, a mainframe system, a third-party software or the FAA Access to CPS Online Web site. ISIRs are returned to destination points in the EAPS04OP, CORR04OP, and SARA04OP message classes, respectively.
- ISIRs are generated in response to a request by state agencies through the Federal Data Request (FDR) process. This process allows state agencies to request a processed FAFSA Record for any student on CPS database. ISIRs are returned to the state agency's destination point in FDRF04OP message class.
- ISIRs are system-generated due to reprocessing by CPS, NSLDS post-screening, INS Secondary process, and an applicant being released from a hold file. These ISIRs are returned in the SYSG04OP message class. Any ISIR that has a value in the systems generated field are returned in the SYSG04OP message class except when the value is L, duplicate request, or blank.

Each school subscribing to the ISIR service automatically receives one ISIR for every student who lists their school on the FAFSA. Servicers receive only one ISIR per destination point.

## Requested ISIRs

Requested ISIRs are generated in response to input from the school or state agency. ISIRs requested by schools are transmitted to the SAIG in one of four message classes, depending upon the type of input.

- **EAPS04OP**

ISIRs in this message class are returned to the school in response to electronic FAFSAs. The school receives one ISIR for every FAFSA submitted that did not receive a transmission reject. Refer to the Record Layouts section for EDE Batch or EDE Record Level Error Report Import Record Layout and the Processing Codes section for Batch and Record Level Error Messages.

- **CORR04OP**

ISIRs in this message class are returned to the school in response to electronic corrections or duplicate requests. The school receives an ISIR for every correction or duplicate request submitted that did not receive a transmission rejection. Refer to the Record Layouts section for the EDE Record Level Error Report Import Record Layout, and the Processing Codes section for Batch and Record Level Error Messages.

**Note:** A school, with the student's consent, is able to electronically add its Federal School Code to the list of school choices on the student's ISIR Record with the Data Release Number (DRN). Instructions for this are explained later in this section.

- **SYSG04OP**

ISIRs in this message class are sent to the school as a result of a transaction automatically created by CPS. The school does nothing to initiate these ISIRs. There are several instances when CPS generates an ISIR for a student:

- Hold File status changes
- CPS Reprocessing of records due to formula changes

CPS receives changed information via NSLDS Post-Screening INS Secondary Match

- **SARA04OP**

Requested ISIRs in this message class are sent to the school as a result of the school sending a signature for an applicant and/or a parent who filed using one of the Web products or FAA Access to CPS Online. Automatic ISIRs in this message class are also received from paper FAFSAs and corrections, from another school filing an electronic FAFSA or electronic correction with your school listed, or a student filing a FAFSA on the Web or making corrections on the Web.

**Note:** If an ISIR receives a reject code of 14, 15, or 16 (missing signatures), the school and state agency receive the full ISIR electronically. As with other rejects, an EFC is not computed until the reject is resolved.

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## State Agency Options

State agencies can combine processed FAFSA data from CPS with common loan application data to guarantee federal student loans and/or with state data to award state scholarships and grants.

As destination points, state agencies have two options for obtaining processed FAFSA data:

- Automatic ISIR Processing
- Federal Data Request (FDR)

### Automatic ISIRs for State Agencies

Each state agency subscribing to the ISIR service can choose to automatically receive one ISIR for every student who:

- Indicates that state on the FAFSA as the state of legal residence
- Is a non-resident but lists a college within the state
- Both

**Note:** If the student indicates on the FAFSA more than one school that is located in your state, your state agency receives only one ISIR.

Automatic ISIRs are transmitted daily from CPS to the SAIG in one of two message classes:

ESFR04OP      State Agency ISIR Resident

ESFN04OP      State Agency ISIR Non-resident

**Note:** The state agency indicates what type of ISIRs (residents, non-residents or both) it wants to receive on the SAIG Agency Enrollment Form.

## **Federal Data Request Processing (FDR)**

A Federal Data Request (FDR) is the process by which a state agency can request the electronic processed FAFSA Record for any student in CPS database.

In the case of students who are neither residents of the state nor attend a school in the state, an FDR can be made if the student has signed a loan or state grant application that releases CPS data to the state agency. The agency must retain the signed FAFSA. When requesting and receiving this data from CPS, use the following message classes:

FDRS04IN	FDR Request
FDRF04OP	Processed FDRs
FDRU04OP	Unfulfilled FDRs not on CPS Database after 30 days

### ***Requesting a FDR Record***

To request a specific applicant's record, the agency must transmit over the SAIG the Social Security Number (SSN) and the first two letters of the last name. Use the FDR Request Record layout FDR Export Record Layout (FDRS04IN) in the Record Layouts section. Use the following steps to create a request for a single applicant's record:

1. In the first position of the record, enter 4 to indicate this is a request for a 2003-2004 applicant transaction.
2. In positions 15 through 17, enter 199. This indicates a request for an ISIR Record.
3. In positions 18 through 26, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.
4. In positions 27 through 28, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the FAFSA form and do not reflect any corrections to the last name that might have been made.
5. In position 580, enter F (FDR) for the Input Record Type.

Remember, prior to sending the file, you must add a Header Record before the FDR request Record(s) and a Trailer Record after the FDR Request Record(s).

### ***Requesting More than One FDR Record***

Up to 12 FDRs can be requested on a single record (message class FDRS04IN). To request up to 12 records, repeat steps 2 through 4 using the remaining data fields on the FDR Record. The second record begins in position 53, the third in position 91, the fourth in position 129, the fifth in position 167, the sixth in position 205, the seventh in position 243, the eighth in position 281, the ninth in position 319, the tenth in position 357, the eleventh in position 395, and the twelfth in position 433.

To request more than 12 ISIRs, create an additional record by repeating steps 1 through 7.

### ***Response to a FDR Request***

State agencies receive one batch of ISIRs in response to each batch of FDR Records submitted. The batch of ISIRs will be returned in the FDRF04OP message class. It contains one ISIR for every submitted FDR Record that was not rejected.

If a requested student record is not found on CPS database after 30 days, a notice is returned to the requesting agency in message class FDRU04OP.

### ***Rejected FDR Records***

A transaction reject prevents the FDR Record from being processed at CPS. If a record is rejected for one or more reasons, an error report is returned to the agency in a message class titled FDRE04OP.

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## Electronic Corrections

Schools with destination points enrolled for electronic correction processing are able to transmit corrections to FAFSA data via the SAIG.

EDEExpress allows schools to enter and edit correction data according to system requirements. It also creates an electronic Correction Record ready for transmission using the communications interface software, EDconnect. Schools, however, may choose to develop their own software to enter, edit, and format correction data. Specifications for developing correction software are provided in the remainder of this section.

### General Correction Entry Specifications

Only corrected information from a student's record, not the complete applicant record, is transmitted to CPS. This approach minimizes the transmission volume. Corrected information is transmitted as a fixed-length record. The layout and description of this record is in the Record Layouts section, Correction Export Record Layout (CORR04IN).

### Creating a Correction Record

Use the following steps to create a Correction Record:

1. In the first position of the record, enter 4 to indicate this is a correction to a 2003-2004 applicant transaction.
2. In positions 2 through 10, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the FAFSA form and do not reflect any corrections to the last name that might have been made.

4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at CPS. If the transaction number being corrected is not on CPS database, the record is rejected. If you want to correct the most recent transaction, you can enter 99.

**Note:** When making a correction using transaction 99, corrections to SAR field number 087 (the first Federal School Code) and field number 114 (DRN) must also be provided on the record.

5. In positions 15 through 17, enter the SAR number of the SAR field being corrected. Each correctable field has a 3-digit SAR number associated with it. For example, enter 001 to correct the student's last name. The SAR numbers with valid field content are provided in the Correction Data Entry Specifications table found in the Processing Codes section.
6. In positions 18 through 52, enter the new value for the field being corrected.
7. In positions 471 through 476, enter the Federal School Code of the school making the correction.
8. In positions 477 through 526, enter or correct the student's e-mail address.
9. In positions 555 through 562, enter the transaction receipt date. This is the date you received the correction information from the student.
10. In positions 575 through 579, enter the serial number (the sequential position of the correction record in the batch.) For example, the first student's correction record will have a serial number of 00001, and the second student's serial number will be 00002, etc.
11. In position 580, enter H (correction) for the Input Record Type.

**Note:** To correct a field to blank, enter a single asterisk (\*) left justified in that field. The Correction Data Entry Specification table, in section 4, distinguishes which fields can be corrected to blank as not all fields can be.

Up to 12 SAR data fields can be corrected on a single record. Repeat steps 5 and 6 using the remaining data fields on the Correction Record if more than one field is being corrected. If more than twelve fields require correction, an additional record must be created, repeating steps 1 through 10. Both data records for the student have the same serial number.

## Detailed Data Entry Specifications

Each corrected value must meet certain standards; otherwise, the Correction Record is rejected. Field-by-field data entry specifications are provided in the Processing Codes section. For each field, these specifications identify the type (character, numeric, or signed/numeric), acceptable length, whether the field is correctable, whether the field is correctable to blank, and the valid values for the correction. Keep the following items in mind:

- Left-justify the corrected value within the data field on the Correction Record, while zero-filling numeric fields up to the valid maximum length of the field and leaving empty positions to the right blank. For example, to correct the number of family members to 5, enter 05 in positions 18 and 19, leaving positions 20 through 52 blank. To correct the student's last name to Smith, enter SMITH in positions 18 through 22, leaving positions 23 through 52 blank.
- All 9s in a field indicate the reported or calculated value is greater than or equal to the value of all 9s. Blanks are allowable in some fields.
- Fields can contain one of three data types, character, numeric or signed numeric.
- A negative entry is acceptable for a limited number of fields. The Correction Data Entry Specifications table in the Processing Codes section identifies the fields in which a negative is acceptable under the Justify Signed column and the valid field content column. The Signed Numeric Field table below also defines the signed fields. With signed numeric fields, the sign is always implied in the right most character of the field. For example, if the Student's Adjusted Gross Income field contains a value of negative 3507, it appears as 00350P. The following chart explains the conversion of the sign and the number:

Signed Numeric Fields:

{	+0	E	+5	}	-0	N	-5
A	+1	F	+6	J	-1	0	-6
B	+2	G	+7	K	-2	P	-7
C	+3	H	+8	L	-3	Q	-8
D	+4	I	+9	M	-4	R	-9

The table listed on the next three pages defines all the signed fields that can be sent to and received from CPS.

## Signed Numeric Fields Table

ISIR Field #	SAR Field #	Field Length	Field Name	Valid Field Content	Found Only on ISIR
44	039	6	Student's Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
47	042	6	Student's Income Earned from Work	-999999 to 999999 Blank	N
48	043	6	Spouse's Income Earned from Work	-999999 to 999999 Blank	N
78	074	6	Parents' Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
81	077	6	Father's/Stepfather's Income Earned from Work	-999999 to 999999 Blank	N
82	078	6	Mother's/Stepmother's Income Earned from Work	-999999 to 999999 Blank	N
199		7	TI: Total Income	-9999999 to 9999999 Blank = None Calculated	Y
201		7	STX: State and Other Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
204		7	AI: Available Income	-9999999 to 9999999 Blank = None Calculated	Y
205		7	CAI: Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
206		9	DNW: Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
209		7	PCA: Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
210		7	AAI: Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
214		7	STI: Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y

## Signed Numeric Fields Table (Continued)

ISIR Field #	SAR Field #	Field Length	Field Name	Valid Field Content	Found Only on ISIR
215		7	SATI: Student's Allowance against Total Income	-9999999 to 9999999 Blank = None Calculated	Y
217		9	SDNW: Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
218		7	SCA: Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
219		7	FTI: FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y
220		7	SEC TI: Secondary Total Income	-9999999 to 9999999 Blank = None Calculated	Y
222		7	SEC STX: Secondary State Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
225		7	SEC AI: Secondary Available Income	-9999999 to 9999999 Blank = None Calculated	Y
226		7	SEC CAI: Secondary Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
227		9	SEC DNW: Secondary Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
230		7	SEC PCA: Secondary Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
231		7	SEC AAI: Secondary Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
235		7	SEC STI: Secondary Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y
236		7	SEC SATI: Secondary Student's Allowance Against Total Income	-9999999 to 9999999 Blank = None Calculated	Y

## Signed Numeric Fields Table (Continued)

ISIR Field #	SAR Field #	Field Length	Field Name	Valid Field Content	Found Only on ISIR
238		9	SEC SDNW: Secondary Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
239		7	SEC SCA: Secondary Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
240		7	SEC FTI: Secondary FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y
243		6	Assumed Student's AGI	-999999 to 999999 Blank = No assumption	Y
245		6	Assumed Student's Income from Work	-999999 to 999999 Blank = No assumption	Y
246		6	Assumed Spouse's Income from Work	-999999 to 999999 Blank = No assumption	Y
260		6	Assumed Parents' AGI	-999999 to 999999 Blank = No assumption	Y
262		6	Assumed Father's/ Stepfather's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y
263		6	Assumed Mother's/ Stepmother's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y

## **Making Signature Corrections**

Signature information is required to resolve signature rejects (rejects 14, 15, and 16). Signature information does not need to be provided on other standard corrections unless you are using 99 as the transaction number. If you have a transaction that was a reject 14, 15, or 16, simply correct SAR field #101 (Signed By) to A (Applicant) or B (Both = Student and Parent), as appropriate.

If you need to add a signature to a student's record on the Web hold file you must use the layout for Signature Record Export Record Layout (SIGS04IN) found in section 3, Record Layouts. You can correct the student or parent signature using this layout. You must make sure the student included your school on the FAFSA or correction.

## **Adding Your Federal School Code to Receive Electronic Data**

A school cannot make an electronic correction unless the school has been designated on the applicant transaction. You can add your Federal School Code to the list of schools receiving data electronically along with correcting other fields on the record by using the Correction Record layout (CORR04IN).

Follow these steps to add your Federal School Code and/or to make corrections:

1. In the first position of the record, enter 4 to indicate that this is a correction to a 2003-2004 applicant transaction.
2. In positions 2 through 10, enter the applicant's original SSN. This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the FAFSA form and does not reflect any corrections to the last name that might have been made.
4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at CPS. If the transaction number being corrected is not on CPS database, the record will be rejected. You can use transaction 99 to add your school code to the most recent transaction on CPS Database.

5. Enter 114 in the SAR Field Number Correction #1 field, positions 15 through 17 (corresponding to the SAR Field #114, the Data Release Number [DRN]).
6. Enter the student's DRN in Correction Data 1 field, positions 18 through 52. Remember to make it left justified, and leave any unused bytes blank.

**Note:** A unique DRN is assigned to each Title IV applicant. It appears only on paper SARs and ISIR Records generated in response to electronic FAFSAs. If a valid DRN is not present on the Correction Record containing the Federal School Code change, the record is rejected.

7. Enter the SAR field number associated with the Federal School Code position being changed in the SAR Field Number Correction #2 field, positions 53 through 55. Possible field numbers are 087, 089, 091, 093, 095, and 097.
8. Enter the Federal School Code in the Correction Data 2 field positions 56 through 90. (Remember to make it left justified, and leave any unused bytes blank.)

The number can be changed only to the number of the participating Electronic Data Exchange (EDE) school submitting the correction. You also must enter this number in the EDE Federal School Code field, positions 471 through 476. If the codes in these two fields do not match, the record is rejected.

Schools may modify the Federal School Code and make other corrections to the applicant record on the same correction transaction.

9. Enter the date you created this record in positions 555 through 562, the EDE Transaction Receipt Date, in CCYYMMDD format.
10. Enter 00001 in positions 575 through 579, the serial number field. If you exceed 12 corrected fields, create a new record. The serial number on the second record is also 00001. The serial number increments with a second student's record.
11. In position 580, enter "H" (correction) for the Input Record Type.

## **Tips for Corrections**

When your school submits an ISIR correction to CPS, we use the transaction number you provide in positions 13 to 14 as a template. We make changes to the fields you indicated, leaving other fields unchanged. Your Federal School Code must be one of the six listed, but it does not have to be the first college choice on the transaction to be processed by CPS. You receive the processed results in the CORR04OP message class; all other schools listed on the transaction will receive the new ISIR in the SARA04OP message class.

If you are submitting a Dependency Override or FAA Adjustment (professional judgment) as part of the Correction Record, only your school receives the resulting corrected ISIR transaction. Also, do not send a Dependency Override correction with a FAA Adjustment to a transaction without an EFC. If there is no EFC, first send the Dependency Override with any other corrections necessary to obtain an EFC. Then, submit the FAA Adjustment to the transaction with the dependency override and the EFC.

## Requesting a Duplicate ISIR

Schools request duplicate ISIRs using the correction message class (CORR04IN). To see a full record layout refer to the Record Layout section under Duplicate Request Export Record Layout. Use the following steps to create a record requesting a duplicate ISIR:

1. In the first position of the record, enter 4 to indicate that this is a correction to a 2003-2004 applicant transaction.
2. In positions 15 through 17, enter 199. This indicates a request for an ISIR Record.
3. In positions 18 through 26, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.
4. In positions 27 and 28, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the FAFSA form and do not reflect any corrections to the last name that might have been made.
5. In positions 29 and 30, enter the transaction number of the applicant record you want to receive. For example, enter 01 to request the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at CPS. If the transaction number being requested is not on CPS database, the record is rejected.

**Note:** You can use transaction '99' to request the most recent transaction on CPS database provided your Federal School Code is listed on the most recent transaction. If that transaction does not include that Federal School code, the request is rejected.

6. In positions 471 through 476, enter your Federal School Code.
7. In positions 555 through 562, enter the Transaction Receipt Date, the date you are requesting the duplicate transactions.
8. In position 580, enter D (duplicate) for the Input Record Type.

Up to 12 duplicate ISIRs can be requested on a single record (message class CORR04IN). To request up to 12 records, repeat steps 2 and 5, using the remaining data fields of the layout to request more than one record. The second record begins in position 53, the third in position 91, the fourth in position 129, the fifth in position 167, the sixth in position 205, the seventh in position 243, the eighth in position 281, the ninth in position 319, the tenth in position 357, the eleventh in position 395, and the twelfth in position 433. If more than 12 ISIRs are required, then create an additional record by repeating the previous steps.

## **Response to a Correction/Duplicate Record**

Schools receive one batch of ISIRs for each batch of Correction Records submitted. The batch, or message class, of ISIRs is titled CORR04OP. It contains one ISIR for every submitted student correction or student duplicate request not rejected for a transaction reject reason.

### ***Rejected Correction/Duplicate Records***

The two categories of rejections for submitted Correction Records, transaction and compute rejects are:

#### 1. Transaction Rejects

A transaction reject prevents the Correction Record from being applied to the student's record. If a record is rejected for one or more reasons, the school receives an error report in message class CORE04OP (see EDE Record Level Error Report Import Record layout in the Record Layouts section). No ISIR is created.

#### 2. Compute Rejects

CPS contains a series of edits that evaluate all incoming FAFSA and correction data for consistency and completeness. These edits apply to all data from electronic, Web, and paper input. An Expected Family Contribution (EFC) is not computed for a correction rejected for a compute reject reason. However, an ISIR is produced. Correction and duplicate ISIRs with a compute reject are returned in the CORR04OP message class. The reasons for the compute reject are coded on the ISIR in positions 612 through 625. Refer to the Processing Codes section for information on interpreting these reject codes.

The two types of FAFSA compute reject reason codes are:

- **Numeric:** Certain data items **MUST** be corrected before a valid ISIR can be generated (Non-Verifiable).
- **Alphabetic:** Certain data items **MUST** be either corrected or verified before a valid ISIR can be generated (Verifiable). An alphabetic reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the school may verify the data (re-enter the data as a "correction"), or set the appropriate reject override (found at the end of the CORR04IN Record Layout in positions 527 through 531), and transmit the correction record to CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes section.

A student's record may not have an EFC if the record contains questionable data and has an FAFSA reject reason code(s). The reject reason codes are found in positions 612 through 625 on the ISIR. They explain the questionable and highlighted field(s).

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## CPS Header and Trailer Records

Data transmitted through the SAIG are separated by message class for identification and processing purposes. Each message class consists of the following segments:

- Header Record
- Data Record(s)
- Trailer Record

Data records vary by processing function. Each record format is provided in the Record Layout section of this technical reference.

Each batch of data records must be preceded by a Header Record and followed by a Trailer Record. The end of each record (header, data, and trailer) is marked by a CR/LF (carriage return/linefeed, ASCII 13, 10). An End of File (EOF) marker (ASCII 26) is optional.

The format and content of Header and Trailer Records are found in the Record Layout section.

Received from the Central Processing System (CPS) message Header and Trailer Records – those records produced by CPS to send to the destination point, such as SARA04OP.

Sent to CPS message Header and Trailer Records – those records produced by the destination point to send to CPS, such as CORR04IN messages.

Note the following about batch Headers and Trailer Records:

- The Header and Trailer Records are the same lengths as the detail (data) records.
- Only data records of the same type (for example, FAFSAs) and the same year can be batched together. (There is one exception – Corrections and Duplicates can be batched together.)
- The Counts in the Trailer Record are for the number of student records, not the number of data records.

Note the following about batch numbers:

- Destination points are responsible for supplying a unique batch number on the Header and Trailer Records sent to CPS.

**Note:** Non-unique batch numbers are considered a duplicate batch and are not processed by CPS.

- Batch level errors can be found in section 4 under Batch Level Error Messages.
- The structure of the 23-character unique batch number is as follows:

#X4ZZZZZZCCYYMMDDHHMMSS where,

#X = the record type indicator, with a pound sign (#) followed by the character below to signify the record type:

A = Electronic App ISIRs

C = Correction/Duplicate ISIRs

E = Automatic ISIRs

F = Federal Data Requests ISIRs

G = CPS System Generated ISIRs

I = Year-To-Date (YTD) ISIRs

K = State Agency Non-Resident ISIRs

L = State Agency Resident ISIRs

S = Signature Corrections

Y = Reprocessed Records ISIRs

Z = CPS System Generated ISIRs

4 = year indicator (always “4” for 2003-2004 data)

ZZZZZZ = the 6-digit valid Federal School Code or State Agency 3 byte Code followed by 3 spaces

CCYYMMDD = the current date in century, year, month, day format

HHMMSS = the current time in hours, minutes, seconds format

**Example:**

A batch number of #C4E1234520030509141532 signifies a batch of 2003-2004 corrections transmitted to CPS from a school with a 6-digit code of E12345 on May 9, 2003 at 2:15:32 PM.